

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – June 21, 2023
WATERFORD ELEMENTARY SCHOOL**

I. MEETING CALLED TO ORDER 6:31 P.M.

This meeting was advertised in compliance with the Sunshine Law through the notice issued to the Courier-Post and filed with the clerk of the Township of Waterford and posted on the district website, wtsd.org.

A. ROLL CALL OF ATTENDANCE

Members Present: Benjamin De Vuyst (arrived 6:35), Barbara Libak Fanz, Daniel Hoover, Rosemarie Hunter, Thomas Leach, Michael McClintock, Ehren O'Donnell (arrived 6:35), Matthew DeNafo

Members absent: Jason Galante

Others present: Dr. Michael A. Nolan, Superintendent, Daniel J. Fox, Assistant Superintendent for Business /Board Secretary, Chris Long, Solicitor.

B. MOTION TO APPROVE BUSINESS NOT ANTICIPATED AT THE TIME OF THE AGENDA PURSUANT TO BOARD POLICY

A motion was made by Ms. Libak Fanz, seconded by Ms. Hunter, and carried by unanimous voice consent to approve the amendment to the agenda.

C. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Mr. McClintock, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to approve the Resolution Authorizing Closed Session.

D. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by Ms. Libak Fanz, seconded by Mr. De Vuyst, and carried by unanimous voice consent to return to open session at 7:00 p.m.

E. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

F. MISSION STATEMENT

Ms. Hunter read the Mission Statement.

G. STATEMENT TO THE PUBLIC

Mr. DeNafo read the statement to the public.

II. COMMITTEE REPORTS

A. EDUCATION - no report

B. PERSONNEL - no report

C. BUSINESS - no report

III. DOCTRINE OF NECESSITY

A motion was made by Mr. O'Donnell, seconded by Ms. Libak Fanz, and carried by a roll call vote to enact the Doctrine of Necessity.

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

A. A motion was made by Mr. De Vuyst, seconded by Ms. Hunter, and carried by unanimous voice consent to open the meeting to the public.

None

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- B. A motion was made by Mr. O'Donnell, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to close the meeting to the public.

V. MINUTES

A motion was made by Mr. De Vuyst, seconded by Mr. O'Donnell, and carried by unanimous voice consent to approve the minutes for the following meeting as submitted by the Assistant Superintendent for Business/Board Secretary: (Mr. Leach and Mr. Hoover abstained from item A.)

- A. Board Meeting May 17, 2024
 B. Board Meeting May 24, 2023
 C. Closed Session May 24, 2023

VI. SUPERINTENDENT'S REPORT

A motion was made by Ms. Libak Fanz, seconded by Ms. Hunter, and carried by a roll call vote to approve the following items.

- A. **Monthly District Reports-**
 1. Monthly Wellness Report
 2. Fire/Security Drill Log

B. Enrollment:

Grade	2021-2022 # of Students	2022-2023 # of Students
PK (3 yr. old)	76	73
PK (4 yr. old)	86	92
PK (5 yr. old)	0	0
K	91	104
1 st	112	97
2 nd	111	108
3 rd	102	116
4 th	127	109
5 th	111	135
6 th	122	114
Total:	938	948

C. Suspension Report:

SID#	Date	Incident	School	Location	Reported by	Resolution
2064069933	5/18/23	Inappropriate comment to Adult/student	WES	Cafeteria	Teacher	Suspension
8308464048	5/19/23	Inappropriate comment to Adult/student	WES	Bus	Counselor	Suspension
9629001046	5/19/23	Inappropriate comment to adult/student	WES	Classroom	Teacher	Suspension
5464727437	6.12.23	Possession of inappropriate materials	WES	Classroom	Teacher	Suspension
5882004973	6.13.23 – 6.16.23	Gross disrespect	WES	School Grounds	Principal	Suspension and Loss of Privileges

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VII. SUPERINTENDENT'S RECOMMENDATIONS

A. EDUCATION

A motion was made by Ms. Hunter, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve items 1 through 9 and addendum items 10 and 11.

1. Harassment, Intimidation and Bullying (HIB) Report:

Acknowledge Receipt of HIB Investigations as follows:

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB-Yes/No	Action Taken
2930533913	6769755493	Classroom	5/16/23	5/26/23	Yes	<ul style="list-style-type: none"> • 2 Administrative Detentions • Restorative Justice Assignment • No Field Day
2064069933	5695673176	classroom	5/18/23	6/5/23	No	<ul style="list-style-type: none"> • Check-in with LCSW
8525418847	5076205831	Classroom	6/5/23	6/9/23	No	<ul style="list-style-type: none"> • Check-ins

2. Harassment, Intimidation and Bullying (HIB) Report:

Affirm the Harassment, Intimidation & Bullying Report as follows:

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB-Yes/No	Action Taken
8735129744 3168353085	3852418469	Classroom	5/11/23	5/4/23	Yes	<ul style="list-style-type: none"> • Administrative Detention • Restorative Justice Assignment

3. Approve the following policy for the first reading:

n/a

4. Approve the following policy for the second reading:

n/a

5. Acknowledge receipt of the following regulations:

n/a

6. Standing Orders for the 2023-2024 School Year:

Approve the Standing Orders for the 2023-2024 school year. (See Attachment A-6).

7. Fieldwork Experience for Fall, 2023:

Approve the following student placements:

Name	College	Location	Grade	Teacher	Dates	# of Hours
Alisa Johnson	Walden	TRECC	Kdg	Handzus	8/28/23-11/17/23	45 hrs total (2-3 hrs/wk)
Omayris Ramos	Stockton	Atco	1	Brown	9/5/23-12/15/23	100 hrs
Tara Giandomenico	Stockton	Atco	1	Raso	9/5/23-12/15/23	100 hrs

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4. Resignation of Certified Staff Member:

Approve the resignation of the following certified staff member:

Name	Location	Position	UPC	Effective Date
Rosado, E.	TR	Preschool Teacher	30-45-P2 / AKP	7/01/23

5. Resignation of Support Staff Members:

Approve the resignation of the following support staff members:

Name	Location	Position	UPC	Effective Date
Chavez, S.	WES	Paraprofessional	20-50-EX / AKU	7/01/23
Harrold, J.	TR	Paraprofessional	20-45-P2 / ALR	7/01/23
Legatie, H.	WES	Non-Instructional Aide	20-50-NA / APD	7/01/23
Sieben, L.	District	Permanent Teacher Substitute	80-10-SP / ALW	7/01/23
Zuzulock, S.	TR	Paraprofessional	20-45-P2 / AEW	7/01/23

6. Job Description:

Approve the following new job description (See Attachment B-6):

- a. Assistant Principal of Elementary Education / 10-Month

7. Create / Abolish Support Staff Position(s):

Approve the created / abolished position(s) for the 2023-2024 school year:

Position	Location	Create/Abolish	UPC	FTE	Account Number
Permanent Non-Instructions Aide (Cafeteria) Substitute	District	Abolish	80-10-NA / APE	.67	11-000-262-107-00-00-000
Preschool Intervention and Referral Specialist (PIRS)	District	Create	TBD	.60	TBD

8. Appointment of Substitutes for the 2023-2024 School Year:

Approve the following substitutes for the 2023-2024 school year, pending receipt of required documents:

Name	Substitute Position	Rate
Sieben, L.	Teacher	\$133.90 / daily
	Paraprofessional	105.06 / daily
Zuzulock, S.	Teacher	\$133.90 / daily
	Paraprofessional	105.06 / daily

9. Extended School Year (ESY) Learning Program – Summer 2023:

Approve the following support staff members to provide ESY services to students July 3, 2023 through August 3, 2023 (19 days), Monday through Thursday. No sessions will be held July 4, 2023 in observance of Independence Day:

Name	Position	No. of Days	Rate / Hour	Hours / Day	Total	Account
Mallon, N.	Paraprofessional	19	\$16.00	3.25	\$ 988.00	11-422-100-106-01-03-000

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Luvert, W.	Paraprofessional	19	17.00 **	3.25	1049.75	11-422-100-106-01-03-000
Peterson, S.	Paraprofessional	19	17.00	3.25	1049.75	11-422-100-106-01-03-000

**Correction of hourly rate previously approved.

10. **Resignation of Support Staff Summer Learning Academy Program – Summer 2023:**
Approve the resignation of paraprofessionals Jenna Harrold and Candace McMichael scheduled to provide ESY support for the 2023 ESY Summer Learning Program.

11. **Acknowledgement of Leave-of-Absence(s):**
Please acknowledge the submission/notification of staff member(s) Leave-of-Absence:

Staff Member	Dates	Classification
5062	4.13.23 – 6.30.23 (intermittent)	FMLA

12. **Reallocation – Position(s) / Account(s):**
Approve the reallocation of the following position(s) and account(s):

UPC	Title	Loc.	Account #	Account Description	Current	New
40-45-A5/AWC	Elementary School Principal	TR	11-000-240-103-00-00-060	Principal's Salary	50%	25%
			20-218-200-103-00-00-060	Preschool Prncpl Sal	50%	60%
			20-218-200-102-00-00-000	Preschool Sprvsr Sal		15%

13. **Assistant Superintendent for Business 2023-2024 Contract Submission:**
Approve the submission of an employment contract for Daniel J. Fox, Assistant Superintendent for Business, to the Department of Education for approval. (See Attachment B-13).
14. **Renewal of WTEA 10-Month Support Staff Members for the 2023-2024 School Year:**
Approve the renewal recommendations for the 2023-2024 school year for the WTEA 10-Month Support Staff Members. (See Attachment B-14).
15. **Renewal of 10 and 12-Month Non-Affiliated Support Staff Members for the 2023-2024 School Year:**
Approve the renewal recommendations for the 2023-2024 school year for the 10 and 12-Month Non-Affiliated Support Staff Members. (See Attachment B-15).
16. **Appointment of Certified Staff for the 2023-2024 School Year:**
Approve the following certified staff member for the 2023-2024 school year, pending receipt of required documents:

Name	Assignment	UPC	Certificate	Loc	From	To	Step	Salary	FTE
Richardson, Charlotte	Assistant Principal	40-50-A7 / AYX	Principal	WES	8.29.23	6.30.24	n/a	\$84,000	1.0
Steffey, Raven	Long-Term Substitute (Preschool)	30-45-P2/ AKQ	Prek – Gr. 3	TR	8.29.23	6.30.24	1 BA+30	58, 810	1.0
Antolik, Diana	Preschool Teacher (Floater)	30-45-P2 / AKP	Prek – Gr. 3	TR	8.29.23	6.30.24	1 BA	56,258	1.0

C. BUSINESS

A motion was made by Mr. Leach, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve items 1 through 10.

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1. **Board Secretary's Certifications for the month April 2023 (as attached):**
In accordance with 18A:17-9 for the month of April 2023, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the month of January 2023, the Board Secretary certifies that no line item has been over-expended in violation of N.J.A.C. 23A-16.10(c)3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. The Board Secretary, in accordance with N.J.A.C. 6A:23A-16.10(c)2, certifies that the following changes in anticipated revenue amounts and revenue sources.

2. **Board of Education Monthly Financial Certification:**
Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Waterford Township Board of Education certifies that as of March 2023 and after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3. **Financial Reports for the month April 2023 (as per attached):**
 - a. Investment report.
 - b. Report of the Board Secretary in accordance with 18A:17-36 and 17A:17-9
 - c. Student Activity Fund General Ledger.
 - d. Nutri-Serve Food Management/Waterford Township School District Financial Statement.

4. **Approval of Expenditures (as per attached):**
Approve the payment of bills and claims:
 - Bills List #1- \$1,044,176.25
 - Bills List #2- 29,127.12
 - Bills List #3- \$ 7,161.16
 - Nutri-Serve- \$ 52,315.62

5. **Contracts:**

a. Approve the following contracts for the 2023-2024 school year:

Vendor	Service	From	To	Amount	Attachment
McGraw Hill	Social Studies Series	NA	NA	17,843.82	C-5-a
ACSSSD	ESY Tuition	7/10/23	8/10/23	2,300.00	N/A
Cornerstone Insurance Group	Health Insurance Consultant	7/1/23	6/30/24	Health 3.4% Delta Dental 3%-10% Delta Care 3% Vision 3% - 10%	C-5-c
Hardenbergh Insurance Group	Liability/Property Insurance Consultant	7/1/23	6/30/24	Package – 10% Supplemental Workers Comp – 10% Workers Compensation – 6% Bonds – 30% Student Accident – 10%	C-5-d
SAVVAS	enVision Math Series	7/1/23	6/30/29	\$238,477.56	C-5-e
KS State Bank	Lease Math Series	7/1/23	8/15/27	\$32,918.89	C-5-f
Realtime	Student Information System	7/1/23	6/30/24	23,400	N/A
CCESC	Related Services	7/1/23	6/30/24	146,160	N/A

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DLC Technology Solutions	Network Management Solution	7/1/23	6/30/24	34,800	C-5-i
Affordable Paving Contractors	Safety Bollard Installation	NA	NA	\$22,705	C-5-k

b. Approve the annual insurance renewal with NJ Schools Insurance Group:

Coverage	2022/2023	2023/2024	% Change
Workers Compensation	\$121,207	\$135,237	+11.6%
Supplemental Indemnity	4,268	4,557	6.8%
Package	69,119	83,181	+20.3%
School Leaders Liability	28,378	27,092	-4.5%
Total	\$222, 972	\$252,067	13.0%

6. **Grants:**

To submit and accept the following grants:

Grantor	Amount	Grant
Colossal Sports Academy	IPAD	Student Award

7. **FY2024 ESEA-ESSA Consolidated Grant Application & Funding (Allocation Notice):**

Approve the submission of the FY2024 ESEA-ESSA Consolidated Grant Application to the New Jersey Department of Education, and accept the funding of Title I Part A, Title I SIA Part A, Title II Part A and Title IV Part A for the project period of July 1, 2023 to September 30, 2024 as follows:

TITLE I PART A	\$ 218,576
TITLE II PART A	35,459
TITLE IV PART A	17,158

Reject the funding of Title III only of the FY2024 ESEA-ESSA Consolidated Grant from the New Jersey Department of Education for the project period of July 1, 2023 to September 30, 2023 as follows:

TITLE III	\$ 552
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8. Approve the purchase of the following supplies through the Educational Data Services cooperative purchasing agreement:

Bid#	Category	Amount
11789	General Classroom Supplies	\$29,986.88
11714	Audio Visual Supplies	52.20
12022	Copy Duplicator Supplies	14,342.30
11717	Elementary Science Supplies	8.54
11716	Elementary Science Grade Level Materials	320.95
11707	Fine Art Supplies	2,812.82
11712	Health & Trainer Supplies	2,684.38
11715	Library Supplies	298.90
11705	Math Supplies	167.10
11706	Music Supplies	607.56
11711	Office/Computer Supplies	6,675.14
11708	Physical Education Supplies	1,047.07

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11722	Special Need	386.14
11713	Teaching Aids	2,787.96
11749	World Languages	62.08
11725	Custodial Supplies	98.94
Total		\$62,338.96

9. **Enrollment:**
To remove the following students from enrollment because they do not reside in Waterford:

- a. 7737009315
- b. 2398342435
- c. 9171963692
- d. 8271992079

10. **Finance-Related Policies:**

- a. **Approve the following policies for the first reading:**
n/a
- b. **Approve the following policies for the second reading:**
 - 1. Policy #: 6112- Reimbursement of Federal and Other Grant Expenditures
 - 2. Policy #: 6115.04- Federal Funds- Duplication of Benefits
 - 3. Policy #: 6311- Contracts for Goods or Services Funded by Federal Grants
- c. **Acknowledge receipt of the following regulations:**
n/a

D. BYLAWS

A motion was made by Ms. Libak Fanz, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve item 2a.

- 1. **Approve the following policy for the first reading :**
n/a
- 2. **Approve the following policy for the second reading :**
 - a. Policy # : 0144- Board Member Orientation and Training
- 3. **Acknowledge receipt of the following regulations:**
n/a

VIII. REPORTS

- A. **Legislation-** Mr. Leach gave an oral report.
- B. **Camden County School Boards Association-** No report
- C. **New Jersey School Boards Association-** No report.
- D. **Camden County Educational Services Commission-** Mr. De Vuyst gave an oral report.
- E. **Hammonton-** Ms. Hunter gave an oral report.
- F. **Board President's Report-** Mr. DeNafo gave an oral report.

IX. BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

None

B. NEW BUSINESS

Mr. McClintock discussed the favorable agreement proceedings with the WTEA.

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X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

A. A motion was made by Ms. O'Donnell, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to open the meeting to the public.

None

B. A motion was made by Ms. Hunter, seconded by Mr. O'Donnell, and carried by unanimous voice consent to close the meeting to the public.

XI. MEETING ADJOURNMENT at 7:12 p.m.

A motion was made by Mr. Hoover, seconded by Mr. De Vuyst, and carried by unanimous voice consent to adjourn the meeting.

Respectfully Submitted,



**Daniel J. Fox
Assistant Superintendent for Business/Board Secretary**